Department of Electronic & Telecommunication Engineering

Topic Name:	Time Management
Name of the Guest Speaker:	Dr. Brijesh Joshi
Designation:	Assistant Professor
Organization/Institution:	VIVA Institute of Technology
Date & Time	15th July 2024, 1.30 pm to 3 pm
Number of Students:	45

Programme Summary / Details:

On 15 July 2024,a guest lecture was conducted on Time Management by **DR. BRIJESH JOSHI, from 1.30 to 3:15. All S.E T.E** and **B.E** student were present along with teachers and respected **HOD**. **SAHIL SINGH** from **T.E** took over the stage and welcomed sir with welcoming speech.

After that sir started with the topic how to be wise to manage time. The session was really helpful and also gave us tips how to manage time. In the middle of the session sir also took a small activity were he made a group of 4 and accordingly we have to make a play that was fun. The first topic was **IMPORTANT** and **URGENT** work to do the second group acted on **IMPORTANT BUT NOT URGENT** third group acted on **URGENT BUT NOT IMPORTANT** the forth group has to act on **NOT IMPORTANT NOT URGENT.** Later sir explained all the 4 sub-topic at last but not the least sir ended the topic and **MEENA MAAM** gave a vote of thanks.

Student Correspondence
Shariq Khan

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